

PROCEDURAL GUIDANCE MESSAGE

| | | | | | | | | | | | |
|---|--------------|--------|-------------------------|------------------------|----|----------------------|---------------|-----------------------------|----|----------------------------------|---------------|
| Name and Grade of Action Officer TSGT STACY NELSON | | | | Office Symbol RSOPB | | Series Number 627 | | Signature of Action Officer | | Implementation Date: 1 Apr 04 | |
| | To | Action | Initials/Date | | To | Action | Initials/Date | | To | Action | Initials/Date |
| 1 | RSOP/ CCU | Coord | RSOP _____ CCU _____ | 5 | | | | 9 | | | |
| 2 | JA | Coord | JA _____ | 6 | | | | 10 | | | |
| 3 | RSO/ CCU | APPR | RSO _____ CCU _____ | 7 | | | | 11 | | | |
| 4 | RSOPA | X-MIT | _____ | 8 | | | | 12 | | | |

FROM: HQ AFRS/RSO

SUBJECT: FY05 Softbook Program

TO: All Operations/MEPS/EA Personnel

1. The following information and guidelines are provided to manage the Softbook Program for 2005 high school graduates.

2. GENERAL INFORMATION:

a. **DEFINITION/PURPOSE:** Softbooking is a manual process used to obtain a reservation on and applicant, allowing us to attract the "quality" student before they commit to one of our sister services or other employment opportunities. It is designed to encourage these applicants to perpetuate among their friends during their senior year. We have allocated 1,500 softbook jobs for FY05.

b. **DURATION:** The FY05 softbook program will run from 1 Apr 04 - 30 Sep 04. Cutoff dates are established by FY05 EAD month. After these cutoff dates, groups will not be allowed to make changes or additions to the month's list of Softbook applicants. These dates are firm - NO EXCEPTIONS. The cutoff dates below are when all groups are required to send the Softbook spreadsheet to RSOPB:

Jun 05 EADs send to RSOPB NLT 21 Jun 04, 1400 HRS CST (Bookings completed by 30 Jun)

Jul 05 EADs send to RSOPB NLT 26 Jul 04, 1400 HRS CST (Bookings completed by 30 Jul)

Aug 05 EADs send to RSOPB NLT 23 Aug 04, 1400 HRS CST (Bookings completed by 31 Aug)

Sep 05 EADs send to RSOPB NLT 20 Sep 04, 1400 HRS CST (Bookings completed by 30 Sep)

c. **RESERVATION AND CREDIT:** Each group is provided a list of jobs based on their fair share of the current year NetRes goal. Reservations will take place in the last week of the month. This allows everyone to receive credit in FY04 during the same month they are EADing in FY05. Each group should establish a cutoff date prior to the AFRS cut-off date in order to reach the mandatory cut-off date to AFRS.

d. **ELIGIBILITY:** Applicants must be traditional high school juniors who will graduate in the spring of 2005 and are eligible to enter the 2004/2005 school year as a senior. All applicants must meet all criteria in AFI 36-2002 and AETCI 36-2002 except for being a "currently enrolled high school senior." Softbook applicants can enter the DEP when they become qualified. Squadrons are allowed to process applicants for the softbook program beginning on 1 Apr 04.

- e. PROCESSING: Softbook applicants MUST be qualified and have a **53 QT prior to 1 Jul 04 and a 50 QT after 1 Jul 04** (this is due to a projected ASVAB renorming on 1 Jul 04) or higher before entering a SSAN against a Softbook slot.
- f. JOB SELECTION: Qualified applicants must choose a job from the list provided to each group. Groups must ensure that overselling does not occur. There will be no increases in the number of jobs released.
- g. Due to instability of future requirements, please be aware that any decrease in accession levels, or AFSC requirements, could cause contract changes and/or changes in enlistment dates.
- h. There is no 6-year enlistment or bonus program authorization at this time for FY05. DO NOT promise applicants any type of 6-year enlistment or bonus.

3. GUIDELINES:

a. GROUPS:

- (1) Groups are allocated a specific number of slots based on their percentage of current year NetRes goal.
- (2) Groups must ensure the applicant's requested job and exact EAD date is entered in the AFSC preference (through AFRISS & MILPDS) prior to sending the spreadsheet to RSOPB (MEPS & SQ must also ensure this before forwarding up their chain). Example: 2F031 from 10 Jun 2005 to 10 Jun 2005 (not 10 Jun 2005 to 30 Sep 2005)
- (3) Groups submit the spreadsheet to HQ AFRS/RSOPB by each month's established cutoff date. You must use only the approved spreadsheet with all required info entered (Spreadsheet will be sent at a later date).

GROUPS WILL ENSURE ALL APPLICANTS ARE BUILT CORRECTLY, AND ARE QUALIFIED FOR THE JOB REQUESTED *BEFORE* REQUESTS ARE SENT TO THE JOB BANK. Do this by bringing the applicant up in MILPDS and verifying the AFSC and date is entered correctly and check qualifications by using the "question mark" function in MILPDS and the Manual QC procedures PGM.

b. MEPS:

MEPS liaisons are responsible for ensuring all applicants meet job prerequisites (TO INCLUDE MANUAL QC CHECKS), and for entering the Softbook AFSC preference and the exact date in AFRISS. Do this before entering a SSAN against a slot. If this is not done or the AFRISS/MILPDS record is incomplete the Softbook will be lost! Run the applicant in MILPDS to ensure they are qualified. Use the AFSC preference "question mark" function in MILPDS along with all manual checks. Ensure you do not put a SSAN against a date before the applicant's graduation date. Softbook applicants are authorized to DEP in at the time of processing.

4. AFRISS/MILPDS RECORD PROBLEMS/LOST SOFTBOOK ALLOCATIONS:

- a. If the applicant does not meet the prerequisites for the job when HQ AFRS/RSOPB attempts to make the reservation in MILPDS, an alternate choice WILL NOT be considered and the Softbook allocation will be lost. Any subsequent booking attempts will have to be made by the MEPS or squadron operations through normal booking procedures. For this reason, at the time of processing, applicants need to list other AFSC choices.

- b. If it is discovered an applicant does not meet the manual QC checks after the reservation has been made, the allocation will be lost with the cancellation and no backfill authorized.

5. Refer any questions, through your appropriate chain of command, to HQ AFRS/RSOPB, at DSN 487-4565 or commercial (210) 652-4565.

FOR THE COMMANDER

//SIGNED//

GARY W. KIRK, Colonel, USAF
Chief, Operations Division

GROUP SOFTBOOK BREAKOUT

| <u>Group (%Goal)</u> | <u>Total Softbooks</u> |
|----------------------|-----------------------------|
| 360 (19.6%) | 294 July – September |
| 367 (28.3%) | 424 June – September |
| 369 (27.58%) | 414 June – September |
| <u>372 (24.52%)</u> | <u>368</u> June – September |
| Totals (100%) | 1,500 |

